



City of Temecula

City Manager's Office
41000 Main Street • Temecula • California 92590
TELEPHONE (951) 506-5100

COMMUNITY SERVICE FUNDING GRANT PROGRAM POLICY AND APPLICATION

Each Fiscal Year, the City of Temecula may allocate funds in its Operating Budget for community service program(s) ("Project/Program") within the City of Temecula.

PURPOSE

The purpose of this Policy and Application is to establish processing and evaluation criteria for funding requests received from community-based organizations that provide community service programs to Temecula residents. Each fiscal year, the City of Temecula may allocate funds toward the Community Service Funding Grant Program ("Community Service Funding") to serve as a funding resource to nonprofit organizations that provide programs or services which benefit Temecula residents.

GENERAL POLICY

This policy provides a statement of guidelines and criteria for distributing Community Service Funding grants. Community Service Funding is intended to augment the efforts of nonprofit organizations to benefit residents, neighborhoods and communities in Temecula. It is the City's policy to have a program that can channel requests through an application review, thereby ensuring that all requests are evaluated consistently to enter into agreements for specific measurable services and to ensure that recipients are held accountable for providing the agreed upon services within the specified time frame.

FUNDING PHILOSOPHY

Requests for funding received from organizations will be considered during a specified period. Due to limited resources, not all requests can be funded. It is not the City's intention to fund each request received but rather to evaluate each proposal and provide funding to those organizations which most effectively serve the needs and improves the well-being of the residents of Temecula.

Special consideration is given to proposals that replace or enhance services the City is responsible for providing. The City also puts a higher priority on Projects/Programs that have broad community appeal.

The City Council encourages a goal of self-sufficiency for all local organizations. The City Council supports providing grants to organizations that have demonstrated their effectiveness in raising funds and volunteer services for their programs within the community. The Council discourages an over-reliance on City financial assistance to maintain such programs on an ongoing basis. Therefore, all organizations requesting funds from the City should continue efforts to develop stable private funding sources.

ELIGIBILITY

To be eligible for funding, organizations:

- Must be tax exempt;
- Must be nonprofit (and must be able to provide the 501(c)(3) status form);
- Cannot include salaries as part of their funding request;
- Cannot include scholarships to high school or college students as part of their funding request;
- Cannot include debts as part of their funding request;
- Project/Program must benefit the general community of Temecula residents.

GUIDELINES

By law, all Community Service Funding may only be spent for a public purpose for the City of Temecula and must comply with all applicable laws. The program or service recommended for funding must be a social welfare program which benefits the general community of Temecula residents, including promotion of the City. Funds can only be granted to tax exempt IRS 501(c)(3) corporations. Expenditures which will involve a mass mailing cannot violate the Political Reform Act regulations involving mass mailings. The City Council authorizes the City Manager to make administrative modifications to the Community Service Funding Grant Program and Application to assist with maintaining proper compliance with applicable laws.

There will be no roll-over of the budgeted funds for the Community Service Funding Grant Program (within the City's operating budget) from one fiscal year to another. Any funds that were not allocated to a nonprofit organization by the end of the fiscal year will be returned to the City's General Fund.

The Project/Program should benefit the general community of Temecula residents.

Community Service Funding grant shall not exceed \$5,000 per organization per fiscal year.

PROCEDURE

All eligible entities shall complete an application for Community Service Funding. Any nonprofit agency/organization located or providing services in the City of Temecula may apply for Community Service Funding. The Application must include a full explanation about the proposed use of the money and include a budget of the Project/Program. The Application shall be submitted to the City, who will review the Application for completeness. Applying for funds does not ensure that the request will be granted. Funding for the City's Community Service Funding Grant Program is limited and some applications, while worthy, will not be funded due to the limited resources.

Community Service Funding is limited to organizations that have completed the Internal Revenue Service (IRS) process to become a 501(c)(3), nonprofit organization. Formal nonprofit status must be up-to-date and submitted as requested on the Application. Applicants must be in good standing. Nonprofit organizations may apply for funding only if the Project/Program serves a public purpose and follows the laws governing use of public funds.

The contents of the Application shall (at a minimum) include the following;

- Name of organization;
- Organizational history;
- A description of Project/Program, including a physical address of project/program/event;
- Project/Program benefit;
- Organization objective;
- Project/Program budget;
- Areas served;
- Population served;
- Financial information on the requesting organization;
- Compliance documentation up-to-date for any previous Community Service Funding grants awarded to your organization;
- a signed acknowledgement by the recipient of the what is required of them

Applicants who sign the Application enter into a written agreement with the City that specifies the responsibilities of the organization with respect to the use of the Community Service Funding grant; stipulating that the expenses will be documented and the organization must provide a full accounting of expenditures to substantiate that City funds were spent appropriately. Additional records may be requested by the City to ensure the funds were (or will be) used appropriately. Once approved, the Community Service Funding award will be processed by City staff.

COMPLIANCE

As follow-up to Community Service Funding, each awarded entity shall submit proper back up documentation to substantiate that funds were spent appropriately. This includes invoices/receipts, a narrative that explains each expenditure including how it specifically benefitted Temecula residents, and a schedule of the Project/Program's revenues/expenditures. See **COMPLIANCE REPORTING REQUIREMENTS** on pages 8 and 9 of the Application for specific requirements.

If funds are not spent in accordance with the approved purpose, the organization will be required to refund the amount of funds. Failure to provide proper documentation may jeopardize any future funding. The City of Temecula reserves the right to conduct an audit and/or require additional back-up information to substantiate how funds received from the City were spent.

CRITERIA

In making funding determinations, the City considers the following criteria:

- A. Is the organization currently nonprofit?
- B. Does the organization provide a service to the overall community of Temecula?
- C. Will the organization use the City of Temecula Community Service Funding Grant for the benefit of the citizens of Temecula?
- D. Is the size and make-up of the organization equipped to provide the Project/Program to the overall community?
- E. What is the public reaction to the group?
- F. Does the organization have a high quality level of fiscal management?
- G. Is the group well organized to ensure longevity in the City of Temecula?
- H. Is there evidence of satisfactory service provided to the City's citizens?

- I. Is the organization free from discrimination based on race, color, creed, nationality, sex, marital status, disability, religion, or political affiliation?
- J. Does the organization require attendance or participation in any political, religious or social activity?
- K. Can the organization provide financial statements (prepared using an appropriate method of accounting) to demonstrate sound financial management?
- L. Can the organization provide a budget demonstrating its cost-effectiveness?
- M. Does the organization make its services available to all?
- N. Does the organization possess ongoing program evaluation tools?

TIMELINES FOR COMMUNITY SERVICE FUNDING GRANTS

- **Friday, July 14, 2017** - Applications are available at City Hall and on the City's website at: <http://temeculaca.gov/CommunityServiceFunding>
- **Friday, September 15, 2017** - Deadline for submitting applications.
- **October/November 2017** - Award recipients will be announced.

DIRECTIONS

- A. Detach the Application from the Policy.
- B. Complete the Application, filling in all of the blanks. Secure any attachments with staples or clips.
- C. Do not attach more than is requested.
- D. **Submit the original Application to:**
City of Temecula
Community Service Funding
Attn: City Manager's Office
41000 Main Street
Temecula, CA 92590

If you have any questions please contact Betsy Lowrey at (951) 693-3959 or Sue Steffen at (951) 506-5100.

CITY OF TEMECULA
FISCAL YEAR 2017-2018
COMMUNITY SERVICE FUNDING PROGRAM APPLICATION
(Please Print or Type)

2017-18 Program Submission Deadline:
Friday, September 15, 2017

PROJECT/PROGRAM INFORMATION

Amount Requested: \$ _____ (Maximum allowable \$5,000 per Organization)
Project/Program Title: _____
Project/Program Start Date: _____ Project/Program End Date: _____
If Grant is Awarded, Make Check Payable to: _____
Mailing Address _____

ORGANIZATION INFORMATION and GEOGRAPHIC AREA SERVED

Name of Applicant Organization: _____
Website: _____
Contact Name: _____ Title/Position: _____
Contact Person's Email Address _____
Telephone: _____ Year Organization Founded: _____
Number of Paid Staff: _____ Number of Volunteers: _____
Geographic area(s) the organization serves: _____
Geographic area the Project/Program will serve (NOTE: Community Service Funding Grant must exclusively be used to serve Temecula) _____
Include a physical address of Project/Program (if different than Organization's Mailing Address): _____

Is this organization incorporated as a nonprofit organization? Yes____ No____ (If No, then it is ineligible to receive City Funding)

Provide a copy of your statement of nonprofit status from the State of California, and the first page (only) of the most recent IRS Form 990. IRS Form 990 is a public record. Form 990s for all charities registered in California are posted on the Attorney General's web site www.ag.ca.gov. The website also offers a searchable database of California charities. Form 990s for 501(c)(3) charities may be found at GuideStar www.guidestar.org.

Date of Incorporation as a Nonprofit: _____
Federal Identification Number: _____
State Identification Number: _____

Submit and Attach Status Verification from Internal Revenue Services and Franchise Tax Board:

1. <http://apps.irs.gov/app/eos/> (print out and attach Deductibility Status)
2. https://www.ftb.ca.gov/online/self_serve_entity_status_letter/index.asp (print out and attach Entity Status Letter)

Has the organization or any members of the Board of Directors of the organization been involved with any personal business transactions valued over \$500 including any business transactions, negotiations, investments, or interests in real property with a Temecula City Council Member during the past 12 months? Yes_____ No_____ If Yes, briefly describe:_____

Is a Temecula City Council Member a member of the Board of Directors or an Officer of the organization? Yes_____ No_____ If Yes, provide Council Member's Name and title within the organization:_____

This Application has been authorized by the organization's:
 Executive Committee _____ Board of Directors _____ Members-at-Large _____

FINANCIAL STATEMENTS

Upon request, copies of the current budget of the organization / financial statements (balance statement and income statement), and if available CPA's audit, *may* be needed to demonstrate sound financial management. Do not submit now.

CITY OF TEMECULA FUNDING – OTHER SOURCES

Within the past two years, has your organization received (or is your organization concurrently requesting) any other sources of funding from the City of Temecula? Yes___ No___ If Yes, provide information in table below:

Type of Funding from City	Program, Project or Service(s) Supported by the Grant or Sponsorship	Month/Year Received	Amount

MISSION STATEMENT OF ORGANIZATION

Briefly describe the goals and objectives, or mission, of your organization. _____

GRANT FUNDING PROJECT/PROGRAM DESCRIPTION

NOTE: Receipts/invoices will be required to be submitted to the City to demonstrate that your organization used grant funding awarded by the City to support the project/program as described here. See Compliance Reporting Requirements on Application Page 9 for details.

1. Provide a brief description of the Project/Program (and its objectives) that the City of Temecula grant funding will be used to support. _____

2. Describe how your organization will use the funding awarded? Include equipment or services that would be purchased and why. _____

3. Explain how the grant funding will specifically benefit Temecula residents. _____

Targeted population (beneficiaries) of Project/Program: _____

Estimated number of people expected to benefit from this Project/Program: _____

Estimated number of volunteers involved in this Project/Program: _____

4. In 30 words or less, summarize how the grant funds, if awarded, will be used. **IMPORTANT:** This summary will be used in a spreadsheet intended to summarize all Community Service Funding Grant Applications submitted to the City.

PROJECT/PROGRAM – BUDGET

PROJECT/PROGRAM BUDGET		
Line Items for Project/Program	Revenues	Expenses
VARIOUS TYPES OF REVENUES/INCOME FOR THE PROJECT/PROGRAM:		
Amount of money requested from the City of Temecula Community Support Grant (Not to exceed \$5,000)	\$	
Cash contributed to Project/Program by the Applicant Organization	\$	
Other grants or funding already awarded for Project/Program, if any	\$	
In-Kind match amount or volunteer credit hours estimated amount	\$	
VARIOUS TYPES OF EXPENSES FOR THE SPECIFIC PROJECT/PROGRAM:		
Staffing expense for Project/Program (this amount is ineligible to be funded by City's Grant; however please include)		\$
Equipment expense for Project/Program		\$
Food expense for Project/Program		\$
Marketing expense for Project/Program		\$
Supplies expense for Project/Program		\$
Facilities/Rent expense for Project/Program		\$
Other expense for Project/Program		\$
TOTAL BUDGET FOR PROJECT/PROGRAM	\$	\$

FY 2016-17 (PREVIOUS FISCAL YEAR) COMPLIANCE REPORT

If your organization was awarded a Community Service Funding Grant in Fiscal Year 2016-17 (last year) by the City of Temecula, please submit this information. If your organization was NOT awarded a Community Service Funding Grant in Fiscal Year 2016-17 (last year), skip this page.

If your organization was awarded a Community Service Funding Grant in Fiscal Year 2016-17 (last year) by the City of Temecula, all grant funds received must have been expended prior to **June 30, 2017**. In addition, all grant funds must be substantiated with proper back-up documentation. Failure to provide proper documentation may jeopardize any future funding. City of Temecula reserves the right to conduct an audit and/or require additional back-up information to substantiate how funds received from the City were spent.

If the funds were not spent in accordance with the approved purpose stated on the Application, the organization will be required to refund the amount of funds. To substantiate that Fiscal Year 2016-17 funds received from the City were spent appropriately, proper back-up documentation must be submitted to the City by **Friday, September 15, 2017** to include the following:

1. Copies of invoices/receipts; and
2. For each invoice/receipt, provide a written narrative that explains each of the expenditures listed on the invoice/receipt. Attach the table shown below to each invoice/receipt (add more rows as needed for each expenditure listed on the invoice/receipt)

This is due by September 15, 2017. Fill out table, attach receipts/invoices, and provide to City of Temecula, 41000 Main Street, Temecula, CA 92590 Attn: City Manager's Office by Friday, September 15, 2017. (Make additional copies or larger table if needed in order to explain all expenditures.)

Organization: _____ Project/Program Name: _____

Amount of Grant Funding Awarded: _____ Month and Year Grant Received from City: _____

Date of Invoice/Receipt Must be dated between July 1, 2016 – June 30, 2017	Describe the expenditure and the purpose of the expenditure MUST support Project/Program description noted on Application	Explain how the expenditure specifically benefitted Temecula residents If names/addresses of Temecula beneficiaries are available, please attach	Amount of Expenditure

FY 2017-18 COMPLIANCE REPORTING REQUIREMENTS
If your organization is awarded Community Service Funding in FY2017-18,
this information is not due until September 14, 2018

COMPLIANCE

If your organization is awarded Fiscal Year 2017-18 grant funding by the City of Temecula, all grant funds received must be expended prior to **June 30, 2018**. In addition, all grant funds must be substantiated with proper back-up documentation. Failure to provide proper documentation may jeopardize any future funding. City of Temecula reserves the right to conduct an audit and/or require additional back-up information to substantiate how funds received from the City were spent.

If the funds are not spent in accordance with the approved purpose stated on the Application, the organization will be required to refund the amount of funds. To substantiate that Fiscal Year 2017-18 funds received from the City were spent appropriately, proper back-up documentation must be submitted to the City by **Friday, September 14, 2018** to include the following:

1. Copies of invoices/receipts; and
2. For each invoice/receipt, provide a written narrative that explains each of the expenditures listed on the invoice/receipt. Attach the table shown below to each invoice/receipt (add more rows as needed for each expenditure listed on the invoice/receipt)

This is not due until September 14, 2018. At that time, fill out table, attach receipts/invoices, and provide to City of Temecula, 41000 Main Street, Temecula, CA 92590 Attn: City Manager's Office by Friday, September 14, 2018 (Make additional copies or larger table if needed in order to explain all expenditures.)

Organization: _____ **Project/Program Name:** _____

Amount of Grant Funding Awarded: _____ **Month and Year Grant Received from City:** _____

Date of Invoice/Receipt Must be dated between July 1, 2017 – June 30, 2018	Describe the expenditure and the purpose of the expenditure MUST support Project/Program description noted on Application	Explain how the expenditure specifically benefitted Temecula residents If names/addresses of Temecula beneficiaries are available, please attach	Amount of Expenditure

SIGNATURE PAGE

The applicant acknowledges and agrees to the following:

- Recipient is subject to all Community Service Funding Program requirements including submittal deadlines and payment disbursements.
- Every Community Service Funding application is considered individually and on its own merit.
- Awards will be given to organizations and activities that directly benefit the residents of Temecula.
- Funding is not immediately available to the recipient; and requires an award letter signature upon approval. Please allow time for checks to be processed.
- The awarding of Community Service Funding does not constitute an automatic annual allocation.
- The recognition for Community Service Funding should accrue to the City of Temecula.
- Community Service Funding must be spent as specified on the Application and records may be requested by the City of Temecula to ensure the funds were used appropriately.
- Community Service Funding grants will not be awarded or announced within the 60 days before an election in which an awarding Council Member is on the ballot.
- The recipient shall provide a full accounting with documentation on the use of awarded funds. The recipient shall return to the City any funds not spent or documented per the signed agreement.

We hereby certify the information contained in this Application is true to the best of our knowledge and belief.

PREPARED

BY: _____
NAME and TITLE (Please Print or Type)

SIGNATURE: _____

PRESIDENT or

AUTHORIZED OFFICER: _____
NAME and TITLE (Please Print or Type)

SIGNATURE: _____

ORGANIZATION NAME: _____

TELEPHONE: _____ **EMAIL ADDRESS:** _____

DATE: _____
(Month, Day, Year)

**SUBMIT ORIGINAL APPLICATION BY FRIDAY
SEPTEMBER 15, 2017 TO:**

Mail to:

City of Temecula
Community Service Funding
Attn: City Manager's Office
41000 Main Street
Temecula, CA 92590

If you have any questions please contact Betsy Lowrey at (951) 693-3959 or Sue Steffen at (951) 506-5100.